

**B**aker & Taylor is a leading full-line distributor of books, videos and music products to library customers world-wide.

To learn more about Baker & Taylor, visit our Web site at [www.btol.com](http://www.btol.com) or call Information Services at 800.775.1800.



**Baker & Taylor**

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*Information and Entertainment Services*

2709 Water Ridge Parkway  
Charlotte, NC 28217

**AN EASY REFERENCE GUIDE TO  
CATALOGING & PROCESSING  
LIBRARY BOOK ORDERS**

# **B&T MARC**

**SPRING 2001**



**Baker & Taylor**

*Information and Entertainment Services*

When everything  
is in its place,

Your library  
becomes the place  
for everything.

The magnificence of the public library is something that never stales with age. But the complex task of organizing all of the services you offer is not an easy one. Baker & Taylor eases the load by sending your order processed, cataloged, and ready for shelving and circulation.

Before you place an order with Baker & Taylor, a Basic Profile is established, where you designate your fundamental choices in an area such as cataloging, which provides various classification options and standards.

Processing your order can also be an intricate undertaking. Baker & Taylor options include theft detection devices, mylar jackets, book pockets, spine labels, label protectors, bar code labels, and automated records, to name a few.

It's been said that everything in the world ends up in a book. Call Baker & Taylor. We'll help you get it all on your shelves and in circulation so your patrons can easily find what they need.



**Baker & Taylor**

*Information and Entertainment Services*

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# INTRODUCTION

Baker & Taylor is pleased to present library customers with the most comprehensive and integrated system of commercial cataloging and processing available today. The system - named B&T MARC™ to reflect its combination of MARC format outputs as well as input by Baker & Taylor's professional catalogers - is designed to serve four purposes:

- Broaden the number of standard cataloging options available from a single commercial source;
- Provide flexibility in the creation of various cataloging and processing components to reflect the needs and requests of libraries;
- Integrate the production of automated records, printed records and processing components, as required;
- Allow libraries with special and unique needs to custom design both automated and printed records beyond the standard options offered within the basic B&T MARC framework.

B&T MARC offers many more options than ever before. Therefore, communication between the library and Baker & Taylor about the library's needs and desires becomes more critical than a simple cataloging and processing specification sheet.

To simplify and facilitate effective communication, this booklet has been designed in a tutorial fashion, with step-by-step guides to making the desired choices. **Color highlighting** guides the user to standard choices and from section to section. Illustrations show the result of select choices. The Glossary and Question & Answer sections provide a convenient reference section by defining terms and anticipating frequently asked questions.

In addition, Baker & Taylor's Customer Service Representatives are ready to assist you. In turn, they are supported by the Technical Services Department, a management team of individuals with over 300 years collective experience in the creation of cataloging and processing products for libraries.

If you need assistance in completing this booklet, or have cataloging and processing requirements that do not seem to be accommodated by the features described, call or write your Customer Service Representative.

Commerce Service Center  
251 Mt. Olive Church Road  
Commerce, GA 30599-9988  
(800) 775-1200

Momence Service Center  
501 South Gladiolus Street  
Momence, IL 60954-1799  
800) 775-2300

Reno Service Center  
1160 Trademark Drive  
Suite 111  
Reno, NV 89511  
(800) 775-1700

Bridgewater Service Center  
1120 Route 22 East  
Bridgewater, NJ 08807  
(800) 775-1500

# DIRECTIONS

## HOW TO USE

This booklet has been arranged in ten sections, each section designed to specify your needs for different aspects of book processing. The sections are: Introduction, Directions, Authorization, Technical Processing, Cataloging Profile, Dewey Classification Options, Library of Congress Classification, Automated Records, Question & Answer and Glossary.

If you want to order catalog cards, processed books, or automated records, begin by reviewing the Question & Answer and Glossary sections in the back of the booklet. Many of the most frequently asked questions are answered there.

Next, if you are a new customer and want printed cards, processed books, and/or automated records begin with the Cataloging Profile section. In this section you will designate your fundamental choices in such areas as record level, classification schedule, subject heading thesaurus, and print format. **If you are a current customer you do not need to complete this booklet unless you wish to change your current profile by modifying previous instructions or adding more items to your requirements.**

You will note a basic design feature of this booklet beginning with the Technical Processing section. Each page is divided into two columns. The column nearest the center of the booklet contains the specification options; the column to the outside of each page contains explanations and tips on making correct choices.

The column nearest the center of each page contains the specification itself. Each topic is defined as an Option Area, designated with a heading and a 3-digit code. Within each Option Area are two or more Choices, each signified by a ballot box symbol ☐. Simply select your desired choices by marking an "X" clearly in the appropriate box. In most Option Areas, you may make only one choice.

If you desire printed cards or automated records, the next section you must review is determined by your choice located in the Option Area labeled Classification on page 12. If you selected Choice A: "Library of Congress," proceed now to page 22. If, however, you selected either Choice B: "Unabridged Dewey" or Choice C: "Abridged Dewey," proceed to page 13.

The sections labeled "LC Classification" and "Dewey or Abridged Dewey" are created primarily to design the printing of your catalog cards. Please complete one of them, even if you only want a single processing component such as a spine label or Automated Records which require Local Call Number data.

Once you have completed the appropriate Classification section, fill-out the Processing section on page 5. If you do not want your books processed, complete only the Option labeled Card Sets. If you do want processed books, complete all relevant choices. In this section, you may not wish to complete each option since many components may not be appropriate to your library.

# DIRECTIONS

## HOW TO USE

The section labeled Automated Records begins on page 29. Complete this section only if you desire MicroLIF or MARC21 records for use with automated circulation systems, catalog systems, or other machine-readable record needs. Be sure to note the software system into which you will load the data. Baker & Taylor will review your other specifications with respect to their compatibility to the noted system.

If you desire Automated Records, you may also want Bar Codes. In that case be sure to complete pages 10 and 11.

**Be sure to complete the Account Number and Institution information in the Authorization section on page 8 and sign the booklet. Upon completion of the booklet include it with your next order or mail it separately to the B&T MARC Department at the Baker & Taylor Service Center listed below.**

### Public & School Libraries

Baker & Taylor  
B&T MARC Dept.  
251 Mt. Olive Church Road  
Commerce, GA 30599  
Customer Requirements  
(800) 775-7470  
Toll Free Fax #  
(877) 775-5100

### Academic, Corporate, & International Libraries

Baker & Taylor  
501 South Gladiolus St.  
Mokenca, IL 60954-1799  
Customer Service  
(800) 775-2300  
Toll Free Fax #  
(800) 775-3500

Libraries who use Baker & Taylor's electronic ordering systems, such as B&T Link™, and LIBRIS®, should allow two weeks between mailing this booklet to Baker & Taylor and transmitting orders which are to be processed with these options. Baker & Taylor will notify you that your new profile has been applied. Please do not transmit orders which should be affected by a new profile until you have been contacted. Customers ordering by mail can normally expect the next book order received with or after this booklet to be processed according to the completed specifications.

Commerce Service Center  
251 Mt. Olive Church Road  
Commerce, GA 30599-9988  
(800) 775-1200

Mokenca Service Center  
501 South Gladiolus Street  
Mokenca, IL 60954-1799  
(800) 775-2300

Reno Service Center  
1160 Trademark Drive  
Suite 111  
Reno, NV 89511  
(800) 775-1700

Bridgewater Service Center  
1120 Route 22 East  
Bridgewater, NJ 08807  
(800) 775-1500

Above all, if you have any question regarding completion of this booklet, please call or write your Customer Service Representative.

**Remember, it is NOT necessary to complete a booklet for each book order. The choices you have made will be encoded into your account and applied to all future book orders.**

# AUTHORIZATION

The specifications chosen in this booklet are to be used for the following account(s), and institution (School or Library).

\_\_\_\_\_  
Baker & Taylor Account No.

\_\_\_\_\_  
Institution/Organization/Library

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone

## Order Profile

- ☐ I usually order electronically (B&T Link™, LIBRIS 2020™, The Title Source II™, other).
- ☐ I have included a book order with this booklet.

## Branches or Buildings

- ☐ Apply this specification to the noted school or public library only.
- ☐ Apply this specification to all (a) buildings in my school system, or (b) branches in my library system (whichever is appropriate).

**I have reviewed these specifications and am authorized to instruct that they be installed for this institution. I am aware that these specifications will apply to all future orders for this account.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title



**(129/141)** Indicate whether you desire your defined set of cards to be produced for each title shipped or for each copy of each title shipped. One set per title is standard.

**(129/131/141)** The standard catalog card set includes a shelf list, 2 main entry cards, a title card, and all appropriate added entry cards.

**(123)** Baker & Taylor will sort all cards supplied with each order according to the specifications in these Options.

**(124)** Choice **E** is standard. Libraries which prefer to check cataloging against the book may prefer to combine Choice **E** with Choice **C** in Shelflist Sort, Option 126.

**(126)** Choice **A** is standard. Libraries preferring to check cataloging against the books may prefer Choice **C**.

## PRINTED PRODUCTS

### Card Sets (129/141)

- C** ☐ Card set per copy  
**O** ☐ Card set per title (all other components are provided per copy)

### Catalog Cards (129/131/141)

- ☐ Do not provide catalog cards  
☐ Provide full set of cards for dictionary catalog including shelf list card  
☐ Provide only the cards listed below
- ☐ Provide \_\_\_\_ (1-8) shelflist cards
  - ☐ Provide \_\_\_\_ (1-8) main entry cards
  - ☐ Provide \_\_\_\_ (1-8) title cards
  - ☐ Provide \_\_\_\_ (1-8) series cards
  - ☐ Provide \_\_\_\_ (1-8) subject added entry cards
  - ☐ Provide \_\_\_\_ (1-8) other added entry cards
  - ☐ Provide \_\_\_\_ (1-8) series added entry cards

## SORTED CARDS

### Sorted Cards (123)

- 115** ☐ Provide cards sorted according to specifications below  
**000** ☐ Do not provide sorted cards; put all cards in book

### Sort Breaks (124)

- B** ☐ Sort shelflist; put dictionary cards in book  
**E** ☐ Sort all cards; extra cards, if any, sorted in separate alphabets according to choices in Options 126 and 127

### Shelflist Sort (126)

- A** ☐ Sort shelflist by classification  
**E** ☐ Sort shelflist by main entry  
**C** ☐ Do not sort shelflist; put shelflist in book

# TECHNICAL PROCESSING

## Dictionary Card Sort (127)

- A** ☐ Sort all cards in one dictionary  
**B** ☐ Sort cards in a divided catalog: 1) author 2) title/subject  
**C** ☐ Sort cards in a divided catalog: 1) author/title 2) subject  
**D** ☐ Sort cards in a divided catalog: 1) author 2) title 3) subject

## Jackets (145) ☐ Glued ☐ Taped

- 000** ☐ No Mylar jacket  
**160** ☐ Mylar jackets attached to all books with dust covers, including books without catalog records  
**165** ☐ Mylar jackets attached to all books with dust covers which have catalog records  
**170** ☐ Mylar jackets, unfastened, for all books with dust covers, including books without catalog records  
**175** ☐ Mylar jackets, unfastened, only for books with dust covers which have catalog records  
**180** ☐ Mylar jackets attached to all books with dust covers which have catalog records; jackets supplied unfastened for all books without catalog records

## Laminated Book Covers for Paperbacks (147)

- 000** ☐ Do not install  
**225** ☐ Install on all paperbacks with and without catalog records  
**226** ☐ Install only on paperback titles marked on book order

## Clears (148)

- 000** ☐ Do not provide clears  
**230** ☐ Provide clears on hardbacks without dust covers, not on paperbacks  
**235** ☐ Provide clears on hardbacks without dust covers and paperbacks

## Label Protectors (149)

- 000** ☐ Do not provide label protectors on spine labels  
**000** ☐ Do not provide label protectors on bar codes  
**240** ☐ Affix label protectors over exposed spine labels not covered by Mylar jackets or clears  
**245** ☐ Affix label protectors over exposed bar code labels  
**250** ☐ Affix label protectors over exposed spine labels and bar code labels  
**255** ☐ Affix label protectors over exposed spine labels and bar code labels, including those inside the book

**(127)** Choice **A** is standard.

In divided catalogs, the following types of cards are placed in the respective segments: Author catalog: Name main entries (MARC tags 100, 110, 111) and Name added entries (MARC tags 700, 710, 711). Title catalog: Title main entries, title added entries, series entries, and uniform title entries. Subject catalog: All subject added entries (6xx).

All other components are prepared on a per copy basis.

**(145)** Baker & Taylor provides 1.5 mil Mylar jackets for books with dust jackets.

If a Mylar jacket, when attached, will obscure illustrated material on inside covers or fly leaves, the jacket will be left unfastened.

**(147)** Laminated Book Covers are permanently adhered to the cover of the paperback. Laminated Book Covers are in addition to the price incurred for all other processing components. Please see the price list.

**(148)** Clears are 2 mil Mylar jackets available for books without dust jackets.

**(149)** Label protectors are clear labels which cover and protect spine labels and/or barcode labels.

**(150)** Indicated the device compatible with your anti theft system.

If Choice 276 is desired, theft strips will be placed in the "gutter" of the books between pages.

If choices 289, 291, 293 or 294 are desired, theft detection will be placed behind the book pocket. If no book pocket is desired please indicate specific location.

**(155)** One Borrower's card is standard.

**(156/57)** Libraries choosing "Do Not Provide" will receive card sets only. One pocket insert printed is standard.

**(158/159)** One pocket is standard.

The Baker & Taylor pocket consists of two parts: the pocket itself and its back, upon which bibliographic data is printed. This back is described as the "Insert."

If the pocket will obscure pertinent illustrated material it will be left unattached. If Mylar jackets (Option 145, p. 6) have been selected and Choice **D** or **E** is made, the pocket will be left loose, if the two pieces overlap.

Our standard for date due slips is self adhesive.

**(161)** Choice **D** is standard.

All Choices apply to the cover or flyleaf based on the selection in Option 160.

**(162/163)** One spine label is standard.

If requested, additional labels are unattached.

**(164, Choice B)** Dust covers are routinely included with the book shipment.

**(164, Choice A or B)** Spine labels will be left justified and wrapped to the front of thin books. Spine labels for spiral bound or single signature books will be placed on the front of the book.

## Theft-Detection Devices (150)

- 000** ☐ Do not provide theft detection devices
- 276** ☐ 3M sensitized/desensitized
- 289** ☐ Checkpoint 310 series (8.2 MHZ frequency)
- 291** ☐ Checkpoint 410 series (8.2 MHZ frequency)
- 293** ☐ Checkpoint 320 series (9.5 MHZ frequency)
- 294** ☐ Checkpoint 420 series (9.5 MHZ frequency)

## Borrower's Card (155)

- 000** ☐ Do Not provide
- 155** ☐ Provide Borrower's card for each copy; quantity \_\_\_\_ (1-9)

## Book Pocket or Date Due Slip (158/59)

- 000** ☐ Do not provide
- 355** ☐ Provide a book pocket
- 204** ☐ Provide a date slip

## Book Pocket Insert (156/57)

- 340** ☐ Provide book pocket insert printed; quantity \_\_\_\_ (1-9)

## Book Pocket or Date Due Slip Location (160)

- A** ☐ Unfastened
- B** ☐ Back flyleaf
- C** ☐ Front flyleaf
- D** ☐ Inside back cover
- E** ☐ Inside front cover

## Book Pocket or Date Due Slip Placement (161)

- A/E** ☐ Center of page
- B** ☐ Flush with bottom, centered from side to side
- C** ☐ 1" from bottom edges, centered from side to side
- D** ☐ ½" from bottom edges, centered from side to side
- E** ☐ Upper left
- F** ☐ Upper right

## Spine Labels (162/163)

- 000** ☐ Do not provide
- 360** ☐ Provide \_\_\_\_ (1-9) labels

## Spine Label Location (164)

- A** ☐ On dust cover or book, if no dust cover
- B** ☐ Attach to book only, remove dust cover
- C** ☐ Unfastened

# TECHNICAL PROCESSING

## Spine Label Placement (165)

- 001** ☐ Label blank and unfastened  
**002** ☐ Label printed and unfastened  
**003** ☐ Label 2" from the bottom book edge  
**004** ☐ Label flush with bottom book edge  
**005** ☐ Spine label ½" from the bottom book edge  
**100-600** ☐ Label \_\_\_\_\_ inches from the bottom book edge

**(165)** Choices 003, 004, and 005 specify the position of the label's bottom edge.

Choice 003 is standard.

Enter the number of inches the bottom of the spine label should be placed from the bottom of the book edge. 6 inches is maximum.

## Ownership Labels (170/171)

- 000** ☐ Do not provide  
**370** ☐ Provide \_\_\_\_ (1-9) ownership labels

**(170/171)** Ownership labels allow for four lines (30 characters each) for customer-specified information. They are generally used to indicate library name and address information. An additional cost may be incurred for this Option. Please see the price list.

## Ownership Label Placement (172)

- A** ☐ On book pocket  
**C** ☐ Unattached

If Bar Code Labels (Option 116, p. 10) and Ownership Labels (Option 170/171) are both selected, care should be taken not to select the same location for both labels. See Option 187, p. 11.

## Ownership/Bar Code Label Information (119/122)

- 119** ☐ Line 1: \_\_\_\_\_  
**120** ☐ Line 2: \_\_\_\_\_  
**121** ☐ Line 3: \_\_\_\_\_  
**122** ☐ Line 4: \_\_\_\_\_

**(119/122)** Fill in your desired ownership information.

Lines 119 & 120 are also used to print additional information on Bar Code Labels. See Option 118, p. 11.

**(230)** Baker & Taylor can provide two different 3/4" x 3" labels on which customers can design flexible data elements. Six lines of data are available. Each line contains two fields of 15 characters each. Data elements can be placed on either half of each line, subject to length of field restrictions. Lines 1 and 8 are reserved for spacing.

To design the library's label, review the data elements. Write the number of the element you desire to print in its appropriate position. Fields 4-14, 18a, 20a, 21 and 22 may be positioned on either half of the label. Fields 18b, 20b, 23-26 occupy a full line of data. Post these numbers only in the left half of the line and leave the right half blank.

**Field 21** is the Local Call Number as it appears on spine label except that it is in a string display, for example:  
973.24 SMITH

**Field 22** is the Classification Number as recorded in tag 050 or 082 of the MARC record. The Classification used is based on the selection in Option 004 (p. 12).

**Field 23-26** is derived from Ownership Label data in Option 119/122 (p. 8).

**Field 29** requires all six lines of data. If 29 is chosen, post it in Line 2, Left and make no other choices.

## Custom Designed Labels (230)

☐ Provide custom designed labels. Enter field numbers from list below on the appropriate line or half line

### Label 1

Left

Right

Line 2	_____	_____
Line 3	_____	_____
Line 4	_____	_____
Line 5	_____	_____
Line 6	_____	_____
Line 7	_____	_____

### Label 2

Left

Right

Line 2	_____	_____
Line 3	_____	_____
Line 4	_____	_____
Line 5	_____	_____
Line 6	_____	_____
Line 7	_____	_____

### Fields

- |     |   |
|-----|---|
| 4   | Sequential Numbers  |
| 6   | Agency/Holding Code   |
| 11  | ISBN  |
| 12  | LCCN  |
| 13  | List Price  |
| 14  | Order Date  |
| 17  | Customer supplied note. Complete up to 30 characters here:  |
|     | -----   |
| 18a | Author (15 characters)  |
| 18b | Author (30 characters)  |
| 19a | Author last name only (15 characters)   |
| 19b | Author last name (30 characters)  |
| 20a | Title (15 characters)   |
| 20b | Title (30 characters)   |
| 21  | Call Number   |
| 22  | Classification  |
| 23  | Ownership (Line 1)  |
| 24  | Ownership (Line 2)  |
| 25  | Ownership (Line 3)  |
| 26  | Ownership (Line 4)  |
| 29  | Bibliographic data (e.g., Call Number, Author, Title) which normally appears on top of borrower's card will appear here |
| 30  | Publication date  |
| 31  | Edition   |

# TECHNICAL PROCESSING

## Custom Label Placement (183/184)

### Label 1 (183)

- A** ☐ Book pocket  
**B** ☐ Title page, upper right corner  
**C** ☐ Title page, lower right corner  
**D** ☐ Front flyleaf, center  
**E** ☐ Back flyleaf, center  
**F** ☐ Unfastened

### Label 2 (184)

- A** ☐ Book pocket  
**B** ☐ Title page, upper right corner  
**C** ☐ Title page, lower right corner  
**D** ☐ Front flyleaf, center  
**E** ☐ Back flyleaf, center  
**F** ☐ Unfastened

*If you desire Bar Codes, or Automated Records, proceed below, or go to page 29, respectively. If neither of these products are needed, sign the booklet on page 4 and mail to the Baker & Taylor service center serving you.*

## BAR CODES

### Bar Code/Accession Numbering (102/104)

- ☐ Provide bar code/accession numbers  
☐ Provide numbers with \_\_\_\_ (5-14) digits, including check digits if noted below  
☐ Include a check digit in the last position of my bar code number  
☐ Include the following prefix \_\_\_\_\_ as part of my bar code/accession number

### Number Range (111/112)

- ☐ Start with number \_\_\_\_\_  
☐ Stop with number \_\_\_\_\_

### Bar Code Label (116)

- 000** ☐ Do not provide bar code labels  
**075** ☐ Provide \_\_\_\_ (1-4) bar code labels with eye-readable number  
**085** ☐ Affix bar code labels supplied by library

### Bar Code Label Symbology (117)

- 090** ☐ CODE-39  
**092** ☐ CODE-39 with Modulus 43 check digit  
**095** ☐ CODABAR  
**100** ☐ INTERLEAVED 2/5 (CODE 1-2/5)  
**105** ☐ CODE IV (Winnebago LCS III/Apple Software)  
**110** ☐ CIRC PLUS 2/5

**(102/104)** Baker & Taylor will assign a bar code/accession number for each title ordered if desired. Use this section to define the type of number.

Indicate the number of digits in your book number and describe any special characteristics of the number.

**(111/112)** If you have chosen bar code or accession numbering, enter starting and ending numbers in the choices opposite. Please assign a range of at least 1,000 labels. Baker & Taylor will notify you when more numbers are required.

If you have indicated that a check digit is required, note its position by the letter D.

**(116)** Accession numbering is available without Bar Code Labels. Simply mark Choice 000 in Option 116.

If chosen, one bar code label is standard.

Multiple bar code labels may be requested at an additional charge. Please see the price list.

**(117)** If you have chosen a bar code label, indicate the data symbology type desired.

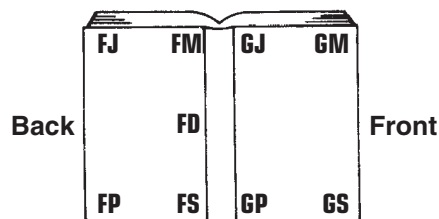
**Note:** Circulation Plus users may require Choice 110 unless newer versions accommodating Code 39 are used.

(118) Two additional lines of information may be added to the bar code label.

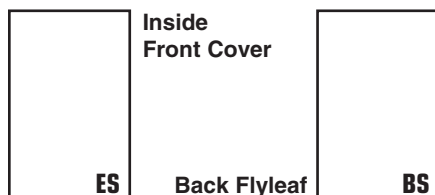
If Choices **A-C** are selected, lines **119** and/or **120** from Ownership/Bar Code Label information (Option 119/122, p. 8) will be used. If you do not desire Ownership Labels, but wish this data to appear on Bar Code Labels, complete lines 119 and/or 120 (Option 119/122) on page 8 and select 000 Do Not Provide in Option 170/171 (p. 8) Ownership Labels.

Title is always printed above the bar code symbol except when Choice C is selected. Labels also include Dewey No. and Bar Code Number.

(187) After choosing the desired location, also indicate whether the label should be positioned horizontally or vertically. Horizontal bar codes are parallel to the bottom of the book. Vertical bar codes are parallel to the spine. Vertical bar codes are placed so as to read from the top of the book to the bottom.



FS is the most preferred placement.



Choice **ES**, horizontal, should not be made if jackets in Option 145 (p. 6) are selected.

Horizontal is the standard alignment.

## Bar Code Label Content (118)

- A/D** ☐ Print line 1 of ownership information specified in Option 119/122  
**B** ☐ Print line 2 of ownership information specified in Option 119/122  
**C** ☐ Print lines 1 and 2 of ownership information specified in Option 119/122  
**G** ☐ No ownership information is desired; print bar code literal, Dewey number and title only

## Bar Code Label Placement (187)

- Front cover outside, upper left corner  
 Front cover outside, upper right corner  
 Front cover outside, lower left corner  
 Front cover outside, lower right corner  
 Back cover outside, upper left corner  
 Back cover outside, upper right corner  
 Back cover outside, lower left corner  
 Back cover outside, lower right corner  
 Back cover outside, right center  
 Front cover inside, lower right corner  
 On book pocket  
 Loose, unfastened  
 Back flyleaf, lower right corner  
 Above book pocket

Align bar  
code hor.

- ☐ **GJ**  
☐ **GM**  
☐ **GP**  
☐ **GS**  
☐ **FJ**  
☐ **FM**  
☐ **FP**  
☐ **FS**  
☐ **FD**  
☐ **ES**  
☐ **H**  
☐ **A**  
☐ **BS**  
☐ **I**

Align bar  
code vert.

- ☐ **GK**  
☐ **GN**  
☐ **GQ**  
☐ **GT**  
☐ **FK**  
☐ **FN**  
☐ **FQ**  
☐ **FT**  
☐ **FE**  
☐ **ET**  
☐ **BT**

*If you desire Automated Records, proceed now to page 29. if Automated Records are not needed, sign the booklet on page 4 and forward to your Baker & Taylor Service Center.*

# THE CATALOGING PROFILE

## Unavailable Cataloging

There may be titles for which cataloging information is not yet available in MARC records or for which there is no Baker & Taylor cataloging at the present time. In such cases:

- ☐ Ship books if cataloging is not available. (Note: Libraries ordering MicroLIF records or other Automated records and choosing this option may receive a brief, acquisition-level bibliographic record for titles which have no cataloging available if they so choose. Please note Option M3 on page 30.)
- ☐ Cancel title if cataloging is not available.

## Cataloging (002)

- A** ☐ Provide LC CIP cataloging when a full LC MARC record is not available
- C** ☐ Provide full LC MARC records only
- D** ☐ Provide original Baker & Taylor cataloging when LC cataloging is not available (excluding CIP)
- E** ☐ Provide CIP or full LC MARC records, including original Baker & Taylor cataloging when LC cataloging is not available

## Classification (004)

- A** ☐ Library of Congress
- B** ☐ Unabridged Dewey
- C** ☐ Abridged Dewey

## Subject Headings (005)

- A** ☐ Library of Congress
- B** ☐ Sears

## Headed/Numbered (007)

- A** ☐ Headed and numbered cards
- B** ☐ Headed and unnumbered. (Spine labels will be blank. Do not check classification options on succeeding pages. Complete Option 009, page 13 and Option 031, page 18 or 25, and then proceed to page 5.)
- C** ☐ Unheaded and numbered.
- D** ☐ Unheaded and unnumbered. (Spine labels will be blank. Do not check classification options on succeeding pages. Proceed to page 5.)

*When you have completed this page, go to page 13 if you have chosen Dewey or Abridged Dewey Classification. If you have chosen LC Classification go to page 22.*

(002) Choice **E** provides maximum coverage.

### Sample Catalog Card:

973.929 ORE	O'Reilly, Bill. The O'Reilly factor : the good, bad, and completely ridiculous in American life / Bill O'Reilly. -- 1st ed. -- New York : Broadway Books, c2000. 214 p. : 25 cm.
ISBN 0-7679-0528-8	
1. United States--Politics and government--1993- 2. United States--Social conditions--1980- 3. O'Reilly, Bill--Political and social views. I. Title.	
E885.074 2000	973.929
Library of Congress 000214	0300133 ME 1092
	00-57892 AACR2 MARC

(007) For definitions of "Headed" and "Numbered," see Glossary.

Libraries selecting Automated Records, p.29, should note that Choices **B** and **D** eliminate Local Call Numbers from such records.



# DEWEY OR ABRIDGED DEWEY

## CLASSIFICATION OPTIONS

Libraries requiring Local Call Numbers to be created on any component, e.g. spine labels, pockets, custom labels, bar code labels, or Automated Records must complete Option Areas 008, 010, and 011 on this page.

**(008)** If you selected Abridged Dewey in Option 004, Choice C, p. 12, only Choices 100 and 104 are valid here.

Choices 100-105 apply to Dewey numbers 000-999 only. Alpha classifications, e.g. FIC, E, BIO, are not governed by this Option.

**(008,105)** Specify the number of digits you want in you call number following the decimal point. The count excludes the decimal point. For example, a selection of 4 would print as 362.7845. A selection of 2 would print as 362.78. The printing of the call number will be determined by choices in Option 012, p. 14.

**(009)** This Option determines which call numbers (Tag 050 and/or 082) from the MARC record print on the bottom of each card.

**(010, 104)** Choice 104 may wrap to a second line after 8 characters, e.g.,

EISENHOW  
ER  
GREENBER  
G

If this is not desirable, we recommend Choice 105 with 8 characters for maximum author letter print.

Specify the number of characters you want in your Author Letter designation.

## MARGIN FORMATTING

### Dewey Class Non-Fiction (Except Where Specified Differently Elsewhere in the Profile) (008)

- 100** ☐ No class number
- 101** ☐ Unabridged Dewey cut at first prime
- 102** ☐ Unabridged Dewey cut at second prime
- 103** ☐ Complete Unabridged Dewey
- 104** ☐ Abridged Dewey
- 105** ☐ Unabridged Dewey cut \_\_\_ digits after the decimal (8 maximum)

### Full Classification Print (009)

- A** ☐ Print full Dewey and LC class numbers at bottom of card
- C** ☐ Only print full Dewey class number at bottom of card
- D** ☐ Print Abridged Dewey numbers (if cards are unnumbered)
- F** ☐ Do not print either Dewey or LC class numbers at bottom of card

### Dewey Non-Fiction Author Letters (Except Where Specified Differently Elsewhere in Profile) (010)

- 100** ☐ No author letters
- 101** ☐ First letter of author's surname or main entry
- 102** ☐ First 2 letters of author's surname or main entry
- 103** ☐ First 3 letters of author's surname or main entry
- 104** ☐ Author's full surname or first word of main entry
- 105** ☐ First \_\_\_ letters of author's surname or main entry (8 maximum)

### Dewey Author Letter Capitalization (011)

- A** ☐ Capitalize first letter only
- B** ☐ Capitalize all letters

# DEWEY OR ABRIDGED DEWEY

## CLASSIFICATION OPTIONS

### MARGIN FORMATTING CONT.

#### Dewey Line Breaks (012)

**101** ☐ Format each segment on a separate line:

Application of this Option will interface with Choices in Option 008 on the previous page. Using the complete call number 796.357'64'097471 the following illustrates the result of each option:  
Example: 796.357  
64  
097471

**102** ☐ Wrap number with eight positions per line:

Example: 796.3576  
4097471  
If Choice 102, 105, or 205 is chosen together with Choice **D** in Juvenile Non-Fiction Prefixes (Option 043, p. 18) the number of numeric digits on the first line will be reduced by one.

**103** ☐ Provide logical breaks, formatting as many segments as will fill eight positions per line:

Example: 796.357  
64097471  
*This is the only valid Choice of Abridged Dewey (Option 004, Choice C, p. 12) has been selected.* All Abridged Dewey numbers fit on one line and are processed according to this Choice.

**104** ☐ Place first three digits and decimal on top line, then provide eight positions per line:

Example: 796.  
35764097  
471

**105** ☐ Place first three digits, decimal, and \_\_\_\_ (maximum 4) digits on top line, then provide eight positions per line: (example: 1 digit)

Enter the number of digits to the right of the decimal desired. This example reflects the selection of 1 digit.  
Example: 796.3  
57640974  
71

**205** ☐ Format each line with \_\_\_\_ (maximum 8) positions per line.

Minimum is 4 positions per line, including decimal point; maximum is 8 positions per line.

This example illustrates a selection of 4 digits per line.  
Example: 796.  
3576  
4097  
471

# DEWEY OR ABRIDGED DEWEY

## CLASSIFICATION OPTIONS

TEAR HERE

**(015)** Choice **F** should not be used if Abridged Dewey (Option 004, Choice **C**, p. 12) was used. If used in these circumstances, the call number will always be 921. Libraries requiring Local Call Numbers on any component, e.g. spine labels, pockets, custom labels, bar code labels, or Automated Records should review all Options from here to page 19 for applicability.

**(016/017)** Libraries may choose to have letters by either author name or biographee name. If you prefer only Author Name letters, or only Biographee name letters, be sure to mark Choice 100 in the other Option Area. Some libraries may prefer to print both author and biographee data. For example, Sandburg's biography of Lincoln could have a call number

B  
Lincoln  
San

if Option 016, Choice 103, and Option 017, Choice 104 are selected.

**(016, Choice 105)** Specify the number of characters of the author's surname to be printed.

If Choice 104 in either group is selected, names are not syllabified. They will wrap at the 9th character. See examples under Option 010, Dewey Author Letters (p. 13).

**(017, Choice 105)** Specify the number of characters of the biographee's surname to be printed.

**(018)** Choice **F** should not be used if Abridged Dewey (Option 004, Choice **C**, p. 12) was used. If used in these circumstances, the call number will always be 920.

**(019, Choice 105)** Specify the number of characters of the author's surname to be printed.

## BIOGRAPHY CLASSIFICATION

### Individual Biography Classification (015)

- A** ☐ B
- B** ☐ BIO
- C** ☐ 92
- D** ☐ 921
- F** ☐ Dewey number, as given in Tag 082 of the MARC record
- H** ☐ No Class number

### Individual Biography Author Letters Author (016)

- 100** ☐ No author letters
- 101** ☐ First letter of author's surname
- 102** ☐ First 2 letters of author's surname
- 103** ☐ First 3 letters of author's surname
- 104** ☐ Author's full surname
- 105** ☐ First \_\_\_\_ letters of author's surname (8 maximum)

### Biographee (017)

- 100** ☐ No name
- 101** ☐ First letter of biographee's surname
- 102** ☐ First 2 letters of biographee's surname
- 103** ☐ First 3 letters of biographee's surname
- 104** ☐ Full biographee's surname
- 105** ☐ First \_\_\_\_ letters of biographee's surname (8 maximum)

### Collective Biography Classification (018)

- A** ☐ 920
- B** ☐ 92
- C** ☐ B
- D** ☐ BC
- E** ☐ BIO
- F** ☐ Dewey number, as given in Tag 082 of MARC record
- I** ☐ No class number

### Collective Biography Author Letters (019)

- 100** ☐ No author letters
- 101** ☐ First letter of author's surname
- 102** ☐ First 2 letters of author's surname
- 103** ☐ First 3 letters of author's surname
- 104** ☐ Author's full surname
- 105** ☐ First \_\_\_\_ letters of author's surname (8 maximum)

# DEWEY OR ABRIDGED DEWEY

## CLASSIFICATION OPTIONS

### FICTION CLASSIFICATION

#### Fiction Classification (020)

- A** ☐ F                      **D** ☐ Dewey number, as given in Tag 082 of the  
**B** ☐ FIC                      MARC record  
**C** ☐ FICTION              **G** ☐ No class number

#### Fiction Author Letters (021)

- 100** ☐ No author letters  
**101** ☐ First letter of author's surname  
**102** ☐ First 2 letters of author's surname  
**103** ☐ First 3 letters of author's surname  
**104** ☐ Author's full surname  
**105** ☐ First \_\_\_\_ letters of author's surname (8 maximum)

### EASY CLASSIFICATION

#### Easy Fiction Classification (022)

- A** ☐ E                      **D** ☐ FIC  
**B** ☐ EASY              **E** ☐ FICTION  
**C** ☐ F                      **G** ☐ No class number

#### Easy Fiction Author Letters (023)

- 100** ☐ No author letters  
**101** ☐ First letter of author's surname  
**102** ☐ First 2 letters of author's surname  
**103** ☐ First 3 letters of author's surname  
**104** ☐ Author's full surname  
**105** ☐ First \_\_\_\_ letters of author's surname (8 maximum)

#### Easy Non-Fiction Classification (024)

- A** ☐ Dewey number ONLY  
**B** ☐ E, only if given as primary or alternate Dewey in the MARC record  
**D** ☐ No class number  
**E** ☐ Always provide E, even when not present in primary or alternate Dewey in the MARC record  
**F** ☐ Provide a Dewey number where given in MARC record; provide E if no Dewey number available

*(Easy Non-Fiction Author Letter Choices are on page 17.)*

(021, Choice 105) Specify the number of characters of the author's surname to be printed.

Choices in Option 022 through 025 are generally applied to books for grades preschool through third grade.

(022) If Choice **C**, **D**, or **E** is selected, juvenile prefix choices **A-I** selected in Option areas 042 and 043 (p.18) may be activated.

(023, Choice 105) Specify the number of characters of the author's surname to be printed.

(024) **Choices A and B** allow libraries to receive only data residing in the MARC Tag 082. Since some records do not contain both a Dewey number *and* an E designation, **these choices may result in occasional cards with no classification.**

**In order to always receive a classification, choose Choices E or F. In absence of a call number, Baker & Taylor will create an E classification for books with K-3 grade levels.**

If Choice **A** or **F** is selected it will be printed according to the selection in Option 008 (Dewey Class Non-Fiction) on p.13. For these titles, Option 025 (Author Letters) will be patterned according to Option 010 (p.13).

If Choice **A** is selected, and no Dewey Number is available, the class number will be blank.

If Choice **B** is selected and **E** is not present as an alternate, processing will default to Juvenile Non-Fiction Choices, Option 043 (p. 18).

# DEWEY OR ABRIDGED DEWEY

## CLASSIFICATION OPTIONS

**(025, Choice 105)** Specify the number of characters of the author's surname to be printed.

**(026)** These Choices are **ONLY** available for titles reviewed by Baker & Taylor's catalogers and assigned an additional 082 Tag. If a title has not been assigned a Short Story code by our catalogers, the Choices in the Fiction Option (Option 020, p. 16) apply. Those libraries which have selected Abridged Dewey classification (Option 004, Choice **C**, p. 12) may not use Choices **F** or **G** in this Option.

**(027)** Only one Choice from among these 11 Choices is to be selected. You may choose to have "Author Letters" of the call number derived from the author's name and either the title main entry (Choices 100-105), or from the editor's name when the record has a title main entry (Choices 201-205).

### Easy Non-Fiction Author Letters (025)

- 100** ☐ No author letters
- 101** ☐ First letter of author's surname
- 102** ☐ First 2 letters of author's surname
- 103** ☐ First 3 letters of author's surname
- 104** ☐ Author's full surname
- 105** ☐ First \_\_\_\_ letters of author's surname (8 maximum)

## STORY COLLECTION CLASSIFICATION

### Story Collection Classification (026)

- |                                       |   |
|---------------------------------------|---|
| <b>A</b> <input type="checkbox"/> SC  | <b>E</b> <input type="checkbox"/> FICTION                               |
| <b>B</b> <input type="checkbox"/> SS  | <b>F</b> <input type="checkbox"/> Dewey number, as given in MARC record |
| <b>C</b> <input type="checkbox"/> F   | <b>G</b> <input type="checkbox"/> 808.8                                 |
| <b>D</b> <input type="checkbox"/> FIC | <b>I</b> <input type="checkbox"/> No class number                       |

### Story Collection Author Letters (027)

Choose only one from the following two groups

#### Author Letters Based on Main Entry

- 100** ☐ No letters
- 101** ☐ First letter of author or title main entry
- 102** ☐ First 2 letters of author or title main entry
- 103** ☐ First 3 letters of author or title main entry
- 104** ☐ Author's full surname or first word of title main entry
- 105** ☐ First \_\_\_\_ letters of author or title main entry (8 maximum)

#### Author Letters Based on Author or Editor (when title main entry)

- 201** ☐ First letter of editor's surname, if title main entry
- 202** ☐ First 2 letters of editor's surname, if title main entry
- 203** ☐ First 3 letters of editor's surname, if title main entry
- 204** ☐ Editor's full surname
- 205** ☐ First \_\_\_\_ letters of editor's surname, if title main entry (8 maximum)

# DEWEY OR ABRIDGED DEWEY

## CLASSIFICATION OPTIONS

### LIBRARY OF CONGRESS SUBJECT HEADINGS FOR JUVENILES

#### Print on Bottom of Card (031)

- A** ☐ LC and LC juvenile headings
- B** ☐ Only LC headings
- C** ☐ Only LC juvenile headings
- D** ☐ LC headings (without subdivision "Juvenile literature") and LC juvenile headings
- E** ☐ Only LC headings (without subdivision "Juvenile literature")

#### Trace on Subject Added Entry Cards (032)

- A** ☐ LC headings
- B** ☐ LC headings (without subdivision "Juvenile literature")
- C** ☐ LC juvenile headings

### JUVENILE PREFIXES

#### Juvenile Fiction Prefixes (042)

- A** ☐ No special identification
- B** ☐ J above call number produced by Fiction class and Fiction Author Letters
- C** ☐ J in front of call number produced by Fiction class/Fiction Author Letters
- D** ☐ j in front of call number produced by Fiction class/Fiction Author Letters
- E** ☐ JUV above call number produced by Fiction class/Fiction Author Letters
- F** ☐ J above Fiction Author Letters (no class designation)
- G** ☐ J in front of Fiction Author Letters
- H** ☐ j in front of Fiction Author Letters
- I** ☐ JUV above Fiction Author Letters
- J** ☐ J above call number produced by Fiction or Easy Fiction class
- K** ☐ J in front of call number produced by Fiction or Easy Fiction class
- L** ☐ j in front of call number produced by Fiction or Easy Fiction class
- M** ☐ JUV above Fiction or Easy Fiction class

#### Juvenile Non-Fiction Prefixes (043)

- A** ☐ No special identification
- B** ☐ J above call number
- C** ☐ J in front of call number
- D** ☐ j in front of call number
- E** ☐ JUV above call number

**(031/032)** These Options are not available to libraries which selected Sears subject headings (Option 005, Choice B, p. 12).

These Options apply only to titles coded as juvenile in Tag 008 of the MARC record. Libraries selecting 031, Option **C** will automatically receive 032, Option **C**. Similarly, libraries selection 031, Option **B** will receive 032, Option **A**. All libraries selecting Library of Congress subject headings (Option 005, Choice **A**, p.12) will receive LC headings on adult books.

**(032)** This Option produces the Subject Added Entry Cards to trace in your card catalog.

**(042/043)** If Choice **A** is made in either Option 042 or 043 juvenile titles will receive classification numbers according to Choices in Fiction (Option 020 and 021, p. 16). Choices **B-E** will place the appropriate designator above or in front of the class and author letters selected in Fiction (Option 020, p. 16). For example:

J  
FIC  
SMI

No prefixes will be applied to Easy books.

Choices **F-I** will place the designator above or in front of the author letters selected in Fiction (Option 021, p. 16). The class designation selected in 020 will be eliminated. For example:

J  
SMI

No prefixes will be applied to Easy books.

Choices **J-M** will place the designator above or in front of either the Fiction Class (Option 020) or Easy Fiction Class (Option 022, p. 16). Libraries which desire prefixes over Easy classes must use one of these choices.

For example: J                      J  
FIC                      or                      E  
SMI                      SMI

# DEWEY OR ABRIDGED DEWEY

## CLASSIFICATION OPTIONS

Libraries which shelve foreign language books in separate areas may want to use Choice **B** in either Option 044 or 045, but not both.

**(044)** Data for this Option is generated from Tag 008 of the MARC record, e.g. SPA for books in Spanish.

Selecting Choice **B** in Option 044 will create a call number

SPA  
MOR

**(045)** Data for this Option is generated from the language code in Tag 008 of the MARC record. The language code is assigned as specified in the **MARC Code List for Languages**.

Selecting Choice **B** in Option 045 will create call numbers similar to

SPA  
973.1  
MOR

Choice **A** will provide the Dewey number, or other classification, and author letters as designated in Options 015 through 027.

Author letters for non-fiction are governed by the Choice in Option 201.

**(201)** Complete this Option only if Choice **B** in Option 044 has been selected.

**(201, Choice 105)** Specify the number of letters of the author's surname to be printed.

Libraries which select Foreign Language Prefixes (045 and also select Juvenile Prefixes (042 or 043) will receive only the Juvenile Prefixes should a title logically require both.

### FOREIGN LANGUAGE MATERIALS

#### Foreign Language Classification (044)

- A** ☐ Provide subject classification  
**B** ☐ Provide letter designation used as classification

#### Foreign Language Prefixes (045)

- A** ☐ Provide no special prefix  
**B** ☐ Provide letter designation used as prefix

#### Foreign Language Author Letters (201)

- 100** ☐ No author letters  
**101** ☐ First letter of author's surname  
**102** ☐ First 2 letters of author's surname  
**103** ☐ First 3 letters of author's surname  
**104** ☐ Author's full surname  
**105** ☐ First \_\_\_\_ letters of author's surname (8 maximum)

# DEWEY OR ABRIDGED DEWEY

## ADDING AND DELETING DATA

### ADDED DATA

Add data to my cards and components as noted:

#### Shelflist (120)

- ☐ Grade Level
- ☐ Lexile Code/Reading Level
- ☐ List Price
- ☐ Order Date
- ☐ Bar Code/Accession Number
- ☐ Purchase Order Number
- ☐ Review Sources
- ☐ Holding Code \_\_\_\_\_  
(15 characters maximum)

#### Pocket Insert (340)

- ☐ Grade Level
- ☐ List Price
- ☐ Order Date
- ☐ Bar Code/Accession Number

#### Borrower's Card (155)

- ☐ Grade Level
- ☐ List Price
- ☐ Order Date
- ☐ Bar Code/Accession Number

#### Ownership Label (355/370)

- ☐ Order Date

#### Machine Readable Records (410/420)

- ☐ Grade Level
- ☐ Lexile Code/Reading Level
- ☐ List Price
- ☐ Order Date
- ☐ Bar Code/Accession Number
- ☐ Purchase Order Number
- ☐ Review Sources
- ☐ Holding Code \_\_\_\_\_  
(15 characters maximum)

Standard for Added Data is no data.

Libraries which desire specific non-bibliographic data to appear on cards, pockets and labels should check those data elements which are desired to appear on each component.

Data availability varies by component.

If Bar Code/Accession Number printing is desired be sure to complete Option 102/104 (p.10).

If Holding Code is selected, be sure to complete the Holding Code Option (M15) on page 30.

Baker & Taylor will insert up to 6 review source citations relevant to each book from standard sources such as *Booklist*, *School Library Journal*, and H. W. Wilson catalogs.

**(355/370)** If Ownership information is desired be sure to complete Option 170/171 on p. 8.



# DEWEY OR ABRIDGED DEWEY

## ADDING AND DELETING DATA

TEAR HERE

Certain data tags can be deleted from printed cards. Check those boxes next to data fields you do not wish to have printed.

Libraries who wish to reduce the number of continuation cards or who prefer a smaller, less complex catalog may wish to use these choices. Use of this Option may serve to allow the benefits of MARC records to those who prefer a smaller, less complex catalog.

Libraries making Choices from 079, 080, or 081 should leave Choices 075-078 blank. Make only one Choice from among 079, 080, or 081.

**(083)** Fill in the maximum number of subject headings you wish on your cards. If no subject headings are wanted select Choice **A**. If one or more subject headings are wanted but not all those provided in the MARC record, use Choice **B**.

If Choice **A** or **D** in Option 031 (p. 18) was selected, the number selected here will apply to each type. For example, if 2 is selected and Choice **A**, Option 031 (p. 18) is selected, two LC subject headings **and** two LC juvenile subject headings will be printed.

Libraries selecting 088 should leave 085, 086, and 087 blank. If 088 is selected no variant or alternate titles will be printed.

Libraries selecting Choice 095 should leave Choices 092, 093, and 094 blank.

### DELETED DATA

**Delete the following data elements from my cards:**

#### Notes (075/082)

- 075** ☐ Contents (MARC Tag 505)
- 076** ☐ Summary/Annotation (MARC Tag 520)
- 077** ☐ Bibliography (MARC Tag 504)
- 078** ☐ General Notes (Tag 500)
- 079** ☐ All Notes (All 5xx Tag)
- 080** ☐ All Notes, except bibliography, contents and annotation
- 081** ☐ All Notes, except Annotation
- 082** ☐ ISBN/ISSN (Tags 020-028)
- 084** ☐ All Notes, except bibliography, contents, annotation, and Awards notes

#### Added Entries

##### Subject Headings (083)

- A** ☐ Delete all subject headings (All 6xx Tags)
- B** ☐ Delete all but the first \_\_\_\_ (1-9) subject headings

##### Author Added Entries (085/088)

- 085** ☐ Delete all personal author added entries (Tag 700)
- 086** ☐ Delete all but the first personal author added entry (Tag 700)
- 087** ☐ Delete corporate and meeting added entries (Tag 710, 711)
- 088** ☐ Delete all added entries (Tags 7xx)

##### Series Added Entries (089)

- 089** ☐ Delete all series added entries (Tags 8xx)

##### Birth and Death Dates (092/095)

- 092** ☐ Delete birth and death dates from the main entry (Tag 100, \$d)
- 093** ☐ Delete dates from personal name subject headings (Tag 600, \$d)
- 094** ☐ Delete dates from personal name added entries (Tag 700, \$d; Tag 800, \$d)
- 095** ☐ Delete all personal name birth and death dates.

*If you want your books processed, be sure to complete the Processing Section beginning on Page 5.*

*If you would also like to receive automated records, also complete the Automated Records Section beginning on Page 29.*

# LIBRARY OF CONGRESS

## CLASSIFICATION OPTIONS

### MARGIN FORMATTING

#### Call Number Margin Format (013)

<b>A</b> <input type="checkbox"/> F	<b>B</b>	<b>E</b> <input type="checkbox"/> F	<b>B</b>
796.6	757	796.6	757
E8	S8	.E8	.S8
1989	E3	1989	E3
	1989		1989
<b>B</b> <input type="checkbox"/> F	<b>B</b>	<b>F</b> <input type="checkbox"/> F	<b>B</b>
796	757	796	757
.6	S8E3	.6	.S8E3
E8	1989	.E8	1989
1989		1989	
<b>C</b> <input type="checkbox"/> F796.6	<b>B757</b>	<b>G</b> <input type="checkbox"/> F796.6	<b>B757</b>
E8	S8E3	.E8	.S8E3
1989	1989	1989	1989
<b>D</b> <input type="checkbox"/> F	<b>B</b>		
796.6.E8	757.S8E3		
1989	1989		

#### Line Too Long (014)

- A** ☐ Format according to Call Number Margin Format (013), Choice A or E
- B** ☐ Provide no class number in margin

#### Full Classification Print (009)

- A** ☐ Print full Dewey and LC class numbers at bottom of card
- E** ☐ Only print full LC class number at bottom of card
- F** ☐ Do not print either Dewey or LC class numbers at bottom of card

#### Author Letter Capitalization (011)

- A** ☐ Capitalize first letter only
- B** ☐ Capitalize all letters

Libraries requiring Local Call Numbers to be created on any component, e.g. spine labels, pockets, custom labels, bar code labels, or Automated Records must complete Option 013 on this page and review all other Options from here to page 26 for applicability.

**(013)** Choose the format of printing the call number in the left margin of each card (and on the spine label, if applicable). The following two call numbers are illustrated:

Ex. 1: F796.6.E8 1989

Ex. 2: B757.S8E3 1989

If a volume number, part number, or copy number appears at the end of a call number, it will print on the last line.

The margin will include 8 characters including decimals.

**(014)** Specify what format should be used when the call number will not fit in the left margin. Librarians choosing Option 013, Choice **A** above need not complete this section. If Option 013, Choice **A-D** is made, Choice **A** here will format as in Option 013, Choice **A**. If Option 013 is Choice **E-G**, Choice **A** here will format as in Option 013, Choice **E**.

**(009)** This Option determines which call numbers (Tag 050 and/or 082) from the MARC record print on the bottom of each card.

**(011)** This Option determines capitalization routines if Choices other than use of the 050 tag are made in Options (015-025). This Option may be bypassed if all call numbers will be derived from Tag 050.

## CLASSIFICATION OPTIONS

**(015)** Libraries which select Choice **G** need not complete option 016 or 017. They will receive the Cutter number from the LC Classification.

**(016/017)** Libraries may choose to have letters derived from either author name or biographee name. If you prefer only Author name letters, or only Biographee name letters, be sure to mark Choice 100 in the other Option Area. Some libraries may prefer to print both author and biographee data. For example, Sandburg's biography of Lincoln could have a call number

B  
Lincoln  
San

if Option 016, Choice 103, and Option 017, Choice 104 are selected.

**(016, Choice 105)** Specify the number of characters of the author's surname to be printed.

If Choice 104 in either group is selected, names are not syllabified. They will wrap at the 9th character, e.g.

EISENHOW  
ER

**(017, Choice 105)** Specify the number of characters of the biographee's surname to be printed.

**(018)** Libraries which choose Choice **H** need not complete Option 019. They will receive the Cutter number from the LC Classification number.

**(019, Choice 105)** Specify the number of characters of the author's surname to be printed.

### BIOGRAPHY CLASSIFICATION

#### Individual Biography Classification (015)

**A** ☐ B  
**B** ☐ BIO

**G** ☐ LC call number, as given in the Tag 050 of the MARC record  
**H** ☐ No Class number or author letters

#### Individual Biography Author Letters Author (016)

- 100** ☐ No author letters  
**101** ☐ First letter of author's surname  
**102** ☐ First 2 letters of author's surname  
**103** ☐ First 3 letters of author's surname  
**104** ☐ Author's full surname  
**105** ☐ First \_\_\_\_ letters of author's surname (8 maximum)

#### Biographee (017)

- 100** ☐ No name  
**101** ☐ First letter of biographee's surname  
**102** ☐ First 2 letters of biographee's surname  
**103** ☐ First 3 letters of biographee's surname  
**104** ☐ Full biographee's surname  
**105** ☐ First \_\_\_\_ letters of biographee's surname (8 maximum)

#### Collective Biography Classification (018)

**C** ☐ B  
**D** ☐ BC  
**E** ☐ BIO

**H** ☐ LC call number, as given in the Tag 050 of the MARC record  
**I** ☐ No class number

#### Collective Biography Author Letters (019)

- 100** ☐ No author letters  
**101** ☐ First letter of author's surname  
**102** ☐ First 2 letters of author's surname  
**103** ☐ First 3 letters of author's surname  
**104** ☐ Author's full surname  
**105** ☐ First \_\_\_\_ letters of author's surname (8 maximum)

# CLASSIFICATION OPTIONS

## FICTION CLASSIFICATION

## Fiction Classification (020)

- A** ☐ F  
**B** ☐ FIC  
**C** ☐ FICTION  
**E** ☐ LC classification in the national literature number (PA-PT)  
**F** ☐ LC classification in PZ3-PZ4, if available  
**G** ☐ No class number

**(020) Choice F** is available only for titles cataloged prior to July 1, 1980. Thereafter, LC and Baker & Taylor ceased classifying fiction in PZ3/4. All titles are now classed in the national literature number. If **Choice F** is made and no PZ3/4 number is available, the national literature number will be provided. If **Choice E** is made, **Option 021** need not be completed. Libraries will receive the Cutter number from the LC Classification.

## Fiction Author Letters (021)

- 100** ☐ No author letters  
**101** ☐ First letter of author's surname  
**102** ☐ First 2 letters of author's surname  
**103** ☐ First 3 letters of author's surname  
**104** ☐ Author's full surname  
**105** ☐ First        letters of author's surname (8 maximum)

**(021, Choice 105)** Specify the number of characters of the author's name to be printed.

## EASY CLASSIFICATION

## Easy Fiction Classification (022)

- A** ☐ E  
**B** ☐ EASY  
**C** ☐ F  
**D** ☐ FIG  
**E** ☐ FICTION  
**F** ☐ LC class number, as given in MARC record  
**G** ☐ No class number

**(022)** If Option 022, Choice **F** or **G** is selected Option 023 is not applicable.

## Easy Fiction Author Letters (023)

- 100** ☐ No author letters  
**101** ☐ First letter of author's surname  
**102** ☐ First 2 letters of author's surname  
**103** ☐ First 3 letters of author's surname  
**104** ☐ Author's full surname  
**105** ☐ First        letters of author's surname (8 maximum)

**(023, Choice 105)** Specify the number of characters of the author's surname to be printed.

## Easy Non-Fiction Classification (024)

- B** ☐ E, if given as an alternate Dewey in the MARC record
- C** ☐ LC class number
- D** ☐ No class number

**(024)** If Option 024, Choice **C** is selected  
Option 025 is not applicable. If Choice **B** is  
selected and **E** is not present as an  
alternate, processing will default to the LC  
class number as given in the MARC record.

## Easy Non-Fiction Author Letters (025)

- 100** ☐ No author letters  
**101** ☐ First letter of author's surname  
**102** ☐ First 2 letters of author's surname  
**103** ☐ First 3 letters of author's surname  
**104** ☐ Author's full surname  
**105** ☐ First \_\_\_\_\_ letters of author's surname (8 maximum)

**(025, Choice 105)** Specify the number of characters of the author's surname to be printed.

# LIBRARY OF CONGRESS

## CLASSIFICATION OPTIONS

TEAR HERE

**(028)** Applied to titles in series or sets for which LC provides a set/series class number as well as an individual volume class number.

**(029)** Applied to titles classified by Library of Congress in the Z classification schedule.

**(030)** Applied to titles classified by LC as [LAW] Most law books are classified in a K classification. This Option applies to new as well as older titles which fall into incomplete areas of the law classification schedules. (e.g. the Islamic law schedule has not yet been completed.)

**(031/032)** These Options apply only to titles coded as juvenile in Tag 008 of the MARC record. Libraries selecting 031, Option **C** will automatically receive 032, Option **C**. Similarly, libraries selection 031, Option **B** will receive 032, Option **A**.

All libraries will receive LC headings on adult books.

**(032)** This Option produces the Subject Added Entry Cards to trace in your card catalog.

**(042)** Choice **A** constructs the call number according to Choices in Fiction (020 and 022), for example, FIC or E (page 24).

Choices **B-E** will place the appropriate designator above or in front of the class and author letters selected in Fiction (Option 020, p. 24). For example:

J  
FIC  
SMI

No prefixes will be applied to Easy books.

### SPECIAL LC CLASSIFICATION

#### LC Series (028)

- A** ☐ Class number assigned to monographic series done as sets
- B** ☐ Alternate classification for individual volumes in sets when supplied by the Library of Congress

#### LC Bibliography (029)

- A** ☐ Z class number
- B** ☐ Alternate class number when supplied by the Library of Congress

#### LC Law (030)

- A** ☐ Provide LAW without brackets
- B** ☐ Provide no class number

### LIBRARY OF CONGRESS SUBJECT HEADINGS FOR JUVENILES

#### Print on Card (031)

- A** ☐ LC and LC juvenile headings
- B** ☐ Only LC headings
- C** ☐ Only LC juvenile headings
- D** ☐ LC headings (without subdivision "Juvenile literature") and LC juvenile headings
- E** ☐ Only LC headings (without subdivision "Juvenile literature")

#### Trace on Subject Added Entry Cards (032)

- A** ☐ LC headings
- B** ☐ LC headings (without subdivision "Juvenile literature")
- C** ☐ LC juvenile headings

### JUVENILE PREFIXES

#### Juvenile Fiction Prefixes (042)

- A** ☐ No special identification
- B** ☐ J above call number produced by Fiction class and Fiction Author Letters
- C** ☐ j in front of call number produced by Fiction class/Fiction Author Letters
- D** ☐ J in front of call number produced by Fiction class/Fiction Author Letters
- E** ☐ JUV above call number produced by Fiction class/Fiction Author Letters

*(Choices F-M are continued on next page)*

# LIBRARY OF CONGRESS

## CLASSIFICATION OPTIONS

### Juvenile Fiction Prefixes (042) (Cont.)

- F** ☐ J above Fiction Author Letters (no class designation)  
**G** ☐ J in front of Fiction Author Letters  
**H** ☐ j in front of Fiction Author Letters  
**I** ☐ JUV above Fiction Author Letters  
**J** ☐ J above call number produced by Fiction or Easy Fiction class  
**K** ☐ J in front of call number produced by Fiction or Easy Fiction class  
**L** ☐ j in front of call number produced by Fiction or Easy Fiction class  
**M** ☐ JUV above Fiction or Easy Fiction class

### Juvenile Non-Fiction Prefixes (043)

- A** ☐ No special identification      **D** ☐ j in front of call number  
**B** ☐ J above call number      **E** ☐ JUV above call number  
**C** ☐ J in front of call number

## FOREIGN LANGUAGE MATERIALS

### Foreign Language Classification (044)

- A** ☐ Provide subject classification  
**B** ☐ Provide letter designation used as classification

### Foreign Language Prefixes (045)

- A** ☐ Provide no special prefix  
**B** ☐ Provide letter designation used as prefix

### Foreign Language Author Letters (201)

- 100** ☐ No author letters  
**101** ☐ First letter of author's surname  
**102** ☐ First 2 letters of author's surname  
**103** ☐ First 3 letters of author's surname  
**104** ☐ Author's full surname  
**105** ☐ First \_\_\_\_ letters of author's surname (8 maximum)

Choices **F-I** will place the designator above or in front of the author letters selected in Fiction (Option 021, p. 24). The class designation selected in 020 will be eliminated. For example:

J  
SMI

No prefixes will be applied to Easy books.

Choices **J-M** will place the designator above or in front of either the Fiction Class (Option 020) or Easy Fiction Class (Option 022, p. 24). Libraries which desire prefixes over Easy classes must use one of these Choices.

For example:

J		J
FIC	or	E
SMI		SMI

Libraries which shelve foreign language books in separate areas may want to use Choice **B** in either option 044 or 045, but not both.

**(044)** Data for this Option is generated from the three-character language code in Tag 008 in the MARC record. The prefixes are derived from the language code assigned as specified in the **MARC Code List for Languages**, e.g. SPA for books in Spanish.

Selecting Choice **B** in Option 044 will create a call number  
SPA

Choice **A** will provide the LC number, or other classification, and author letters as designated in Options 013 through 030.

**(045)** Data for this option is generated from Tag 008 in the MARC record.

Selecting Choice **B** in Option 045 will create call numbers similar to

SPA  
PS3555.2  
.A769E4

**(201)** Complete this option only if Choice **B** in Option 044 has been selected.

**(201, Choice 105)** Specify the number of letters of the author's surname to be printed.

Libraries which select Foreign Language Prefixes (045) and also select Juvenile Prefixes (042 or 043) will receive only the Juvenile Prefixes should a title logically require both.

## ADDING AND DELETING DATA

Standard for Added Data is no additional data.

Libraries which desire specific non-bibliographic data to appear on cards, pockets and labels should check only those data elements which are desired to appear on each component.

Data availability varies by component.

If Accession Number printing is desired be sure to complete Option 102/104 (p.10).

If Holding Code is selected, be sure to complete the Holding Code Option on page 29.

Baker & Taylor will insert up to 6 review source citations relevant to each book from standard sources such as *Booklist*, *School Library Journal*, and H. W. Wilson catalogs.

**(355/370)** If Ownership information is desired be sure to complete Option 170/171 on p. 8.

### ADDED DATA

**Add data to my cards and components as noted:**

#### Shelflist (120)

- ☐ Grade Level
- ☐ Lexile Code/Reading Level
- ☐ List Price
- ☐ Order Date
- ☐ Bar Code/Accession Number
- ☐ Purchase Order Number
- ☐ Review Sources
- ☐ Holding Code \_\_\_\_\_  
(15 characters maximum)

#### Pocket Insert (340)

- ☐ Grade Level
- ☐ List Price
- ☐ Order Date
- ☐ Bar Code/Accession Number

#### Borrower's Card (155)

- ☐ Grade Level
- ☐ List Price
- ☐ Order Date
- ☐ Bar Code/Accession Number

#### Ownership Label (355/370)

- ☐ Order Date

#### Machine Readable Records (410/420)

- ☐ Grade Level
- ☐ Lexile Code/Reading Level
- ☐ List Price
- ☐ Order Date
- ☐ Bar Code/Accession Number
- ☐ Purchase Order Number
- ☐ Review Sources
- ☐ Holding Code \_\_\_\_\_  
(15 characters maximum)



# LIBRARY OF CONGRESS

## ADDING AND DELETING DATA

### DELETED DATA

Delete the following data elements from my cards:

#### Notes (075/082)

- 075** ☐ Contents (MARC Tag 505)  
**076** ☐ Summary/Annotation (MARC Tag 520)  
**077** ☐ Bibliography (MARC Tag 504)  
**078** ☐ General Notes (Tag 500)  
**079** ☐ All Notes (All 5xx Tag)  
**080** ☐ All Notes, except bibliography, contents and annotation  
**081** ☐ All Notes, except Annotation  
**082** ☐ ISBN/ISSN (Tags 020-028)

### Added Entries

#### Subject Headings (083)

- A** ☐ Delete all subject headings (All 6xx Tags)  
**B** ☐ Delete all but the first \_\_\_\_ (1-9) subject headings

#### Author Added Entries (085/088)

- 085** ☐ Delete all author added entries (Tag 700)  
**086** ☐ Delete all but the first author added entry  
**087** ☐ Delete corporate and meeting added entries (Tag 710, 711)  
**088** ☐ Delete all added entries (Tags 7xx)

#### Series Added Entries (089)

- 089** ☐ Delete all series added entries (Tags 8xx)

#### Birth and Death Dates (092/095)

- 092** ☐ Delete birth and death dates from the main entry (Tag 100, \$d)  
**093** ☐ Delete dates from personal name subject headings (Tag 600, \$d)  
**094** ☐ Delete dates from personal name added entries (Tag 700, \$d; Tag 800, \$d)  
**095** ☐ Delete all personal name birth and death dates.

*If you want your books processed, be sure to complete the Processing Section beginning on Page 5.*

*If you would also like to receive automated records, also complete the Automated Records Section beginning on Page 29.*

Certain data tags can be deleted from printed cards. Check those boxes next to data fields you do not wish to have printed.

Libraries who wish to reduce the number of continuation cards or who prefer a smaller, less complex catalog may wish to use these choices.

These Choices apply only to libraries which have selected Option 004, Choice **A** (p.12).

Libraries making Choices from 079, 080, or 081 should leave Choices 075-078 blank. Make only one Choice from among 079, 080, or 081.

**(083)** Fill in the maximum number of subject headings you wish on your cards. If no subject headings are desired, select Choice **A**. If one or more subject headings are desired, but not all provided in the MARC record, use Choice **B**.

If Choice **A** or **D** in Option 031 (p. 25) was selected, the number selected here will apply to each type. For example, if 2 is selected and Option 031, Choice **A** (p. 25) is selected, two LC subject headings and two LC juvenile subject headings will be printed.

Libraries selecting 088 should leave 085, 086, and 087 blank. If 088 is selected no variant or alternate titles will be printed.

Libraries selecting Choice 095 should leave Choices 092, 093, and 094 blank.



## MARC RECORDS

### System Interface

Company \_\_\_\_\_  
 Product \_\_\_\_\_  
 Version \_\_\_\_\_  
 Function \_\_\_\_\_

### Communication Format (M6)

- B** ☐ MARC21  
**L** ☐ 1987 MicroLIF  
**M** ☐ MARC21/852 Holdings Data (MicroLIF '91 - 852 tag - undivided)  
**M** ☐ MARC21/Other Holdings Data (MicroLIF '92 - 852 tag - divided)

### MARC Records Requested Via (please check one):

- ☐ Download via Internet Web site  
☐ Disk  
☐ Tape

### Media (M5)

- 425** ☐ 9 track 800 bpi  
**430** ☐ 9 track 1600 bpi  
**435** ☐ 9 track 6250 bpi  
**440** ☐ IBM 3 1/2" floppy disk  
**443** ☐ Macintosh 3 1/2" floppy disk  
**445** ☐ IBM 5 1/4" floppy disk  
**446** ☐ Apple DOS 5 1/4" floppy disk  
**447** ☐ Apple PRODOS 5 1/4" floppy disk

### 9 Track Tape Record Format (M7)

- A** ☐ Undefined  
**B** ☐ IBM variable length blocked  
**C** ☐ IBM variable length unblocked

### 9 Track Tape Character Set (M8)

- A** ☐ ASCII  
**E** ☐ EBCDIC

### Shipping Frequency (M10)

- 460** ☐ For each book shipment  
**465** ☐ Weekly  
**468** ☐ Bi-weekly  
**470** ☐ Monthly  
**475** ☐ Bi-monthly  
**480** ☐ Quarterly  
**485** ☐ Semi-annually  
**488** ☐ Annually  
☐ Send the first shipment of records on \_\_\_\_\_

Magnetic tapes and diskettes are available providing bibliographic data in MARC21 or MicroLIF communication format. Please identify both the company name and the product name of the database system to which you plan to load the tapes or diskettes. For example:  
 Company: Winnebago,  
 Product: Circ/Cat

One copy of each bibliographic record is standard. If you have ordered multiple copies of a title for one library with bar code or accession numbering, one record will be provided with repeated occurrences of the appropriate tag included.

If you select Choice **A** or **B** in (Option M13, p. 30) Consolidated Records, a unique record will be created for each variant Holding Code.

**(M5)** Select the media, tape or diskette required by your hardware environment.

**(M6)** Choice B, MARC21, and Choice L, MicroLIF (1987 Protocol), have carriage return/line feed characters embedded in the data. Choice M, MARC21/852 or Other Holdings Data, is created without carriage return/line feed characters in the data.

Choice B, MARC21, was formerly known as USMARC. Choice L, 1987 MicroLIF, was formerly known as MicroLIF (1987 Protocol) and is the original MicroLIF format. Choice M was formerly known as USMARC (MicroLIF Protocol) and MicroLIF 91.

If Choice L is selected the following local item data will appear:

- 900 \_ a Local Call Number  
 901 \_ a Bar Code Number  
 902 \_ a Account Number  
 903 \_ a List Price

If Choice M is selected the following local item data will appear unless specified differently in Data Tag Designation (M17), on page 31:

- 852\$b Holdings (if desired)  
 852\$h Local Call Number  
 852\$p Bar Code Number  
 852\$9 Price

**(M7)** Libraries desiring "spanned" records, or OCLC format records should select Choice **A**.

**(M8)** Libraries who made Choice **A** in Option M7 must also select **A** here.

**(M10)** If a Shipping Frequency, please indicate when the first tape/disc is desired.

# AUTOMATED

## MARC RECORDS

**(M3)** Occasionally books will be supplied for which no cataloging record in ISBD or non-ISBD format is available. If desired, Baker & Taylor will supply a short bibliographic record that, when uploaded, will serve to add the title to the database and allow it to circulate until it can be cataloged fully. Specify whether you desire this type of record here.

**(M15)** Indicate the appropriate holdings symbol for this account. Any 15 alpha/numeric characters can be accommodated.

**(M19/25)** Fill in the address to which tapes/diskettes should be sent. Each line is a maximum of 30 characters (will not apply if records are downloaded).

**(M35/41)** Fill in the address to which invoices for tapes/diskettes should be sent. Each line is a maximum of 30 characters.

Refer to page 31 if you wish data beyond standard bibliographic data to be included in the automated record. If not, sign the booklet on page 4 and forward to your Baker & Taylor service center.

### Circulation Record Option (M3)

- ☐ Provide short Author/Title records when full or CIP cataloging records are not available.
- ☐ Provide only full or CIP cataloging records, according to Option 002.

### Consolidated Records (M13)

- 000** ☐ Include only records for one account number on the tape.
- A** ☐ Consolidate all records for the district or library (Baker & Taylor Customer No.) on one tape.
- B** ☐ Consolidate all records for participating members of a cooperative or multi-member system on one tape.

### Holding Code (M15)

\_\_\_\_\_ (15 characters maximum)

### Automated Records (M19/25)

#### Shipping Address:

Line 1 \_\_\_\_\_  
 Line 2 \_\_\_\_\_  
 Line 3 \_\_\_\_\_  
 Line 4 \_\_\_\_\_  
 Line 5 \_\_\_\_\_ Zip Code \_\_\_\_\_

### Automated Records (M35/41)

#### Billing Address:

Line 1 \_\_\_\_\_  
 Line 2 \_\_\_\_\_  
 Line 3 \_\_\_\_\_  
 Line 4 \_\_\_\_\_  
 Line 5 \_\_\_\_\_ Zip Code \_\_\_\_\_

# AUTOMATED

## MARC RECORDS

### Tag Data Designation (M17)

Include the data checked and place the data in the noted tag structure.

* <input type="checkbox"/> Price (020 \$c)	Tag _____ Indicator 1 _____ Indicator 2 _____ Subfield _____
<input type="checkbox"/> Order Date (955 \$a)	Tag _____ Indicator 1 _____ Indicator 2 _____ Subfield _____
<input type="checkbox"/> Grade Level (921 \$a)	Tag _____ Indicator 1 _____ Indicator 2 _____ Subfield _____
<input type="checkbox"/> Holding Codes (850 \$a)	Tag _____ Indicator 1 _____ Indicator 2 _____ Subfield _____
* <input type="checkbox"/> Barcode/Accession Number (916 \$a)	Tag _____ Indicator 1 _____ Indicator 2 _____ Subfield _____
<input type="checkbox"/> Local Call Number (Undivided) (090 \$a)	Tag _____ Indicator 1 _____ Indicator 2 _____ Subfield _____
OR	
<input type="checkbox"/> Local Call Number (Divided) (090 \$a)	Tag _____ Indicator 1 _____ Indicator 2 _____ Subfield (Prefix) _____ Subfield(Class) _____ Subfield (Author Letters) _____
<input type="checkbox"/> Lexile Code/Reading Level (521 \$a)	Tag _____ Indicator 1 _____ Indicator 2 _____ Subfield _____
<input type="checkbox"/> Purchase Order No. (935 \$a)	Tag _____ Indicator 1 _____ Indicator 2 _____ Subfield _____
* <input type="checkbox"/> Review Sources (510 \$a)	Tag _____ Indicator 1 _____ Indicator 2 _____ Subfield _____

**(M17)** Specific data fields containing business and other non-bibliographic data can be added to the basic automated record generated for your account. Check the box to the left of the data element if you want it included in your records. You may specify the data tag into which the data is placed. If you specify a tag but do not indicate a location, data will appear in the Baker & Taylor assigned tag noted.

For example, if you desire a holding code placed in a specific tag required by your software, complete as illustrated below:

☒ Holding Codes  
     Tag 949  
     Indicator 1 b  
     Indicator 2 b  
     Subfield a

If local call number undivided is selected the local call number will be provided in one particular tag and subfield.

If local call number divided is selected the local call number will be divided as such as a Baker & Taylor standard:

852\$k	local prefix
852\$h	local class
852\$i	local author letters

# QUESTIONS & ANSWERS

**Q. Do I have to complete this specification if I have previously purchased cataloging and/or processing from Baker & Taylor?**

**A.** No. All account specifications previously submitted are on file. However, you may wish to review this material for enhancements which will better suit your needs. If you do not know your current cataloging specifications, call or write your Customer Service Representative.

**Q. Do all my orders receive these specifications, once submitted?**

**A.** Yes, all future orders will reflect the new specifications.

**Q. Where do the catalog records come from?**

**A.** Two sources. If you have chosen Library of Congress classification and subject headings, or unabridged Dewey Classification with LC subject headings, most records are created from the MARC tapes produced by the Library of Congress. Approximately 15% of records are created by professional catalogers employed by Baker & Taylor. Abridged Dewey classification and Sears subject headings are assigned by Baker & Taylor's cataloging team.

**Q. What is a CIP Record?**

**A.** Cataloging in Publication is a special program of the Library of Congress in cooperation with most major publishers. Cataloging copy is prepared prior to publication of a book so that the data can be printed in the book itself. A CIP record is incomplete, and occasionally inaccurate, due to the fact that the cataloging was done prior to the existence of a physical book. The easiest way to recognize a CIP record is that there is no collation, i.e., pagination and physical description line.

**Q. What is the difference between the Abridged Dewey number and Unabridged Dewey number?**

**A.** The two numbers are chosen from different schedules. However, in all except a few instances, the Abridged Dewey number chosen for a book will be the same as the Unabridged Dewey number to its first prime mark, usually 3 or 4 digits. Libraries with larger collections desiring more specific classification may prefer to choose the Unabridged Dewey option (Option 004, Choice B, p. 12) while limiting the length of the number in Option 008.

**Q. Can I get sample sets of cards using my new specification so I can see what they look like prior to having my own orders implemented?**

**A.** Yes. Baker & Taylor has printed examples for most card specifications and will supply them on request. If your specification is unique a special sample run will be created for your review. Contact your Customer Service Representative.

**Q. Can I combine Unabridged Dewey classification with Sears subject headings?**

**A.** Yes. This is one of the important features of B&T MARC. Simply mark Option 004, Choice B (p. 12) and Option 005, Choice B (p. 12) on the Basic Profile.

**Q. Which type of cataloging do you recommend?**

**A.** All options are based on the LC MARC21/ISBD record. This is especially important for libraries purchasing a wide variety of materials, participating in a union catalog or adhering to the national standard.

Smaller libraries serving children or buying only juvenile books and popular adult materials, may prefer records with Sears headings prepared by Baker & Taylor's catalogers.

# QUESTIONS & ANSWERS

**Q. How much of my book order will come with catalog records and how do I increase that percentage?**

- A.** The number of records you receive will depend on the type of books you order and your Basic Profile. The following are some guidelines. If you have chosen a Basic Profile that includes either an Abridged Dewey classification or Sears subject headings, you will receive Enhanced Marc catalog records prepared by Baker & Taylor's professional catalogers. Virtually all children's hardcover, children's paperbacks which are reviewed, and the most popular adult titles are included. There are over 600,000 titles enhanced with Abridged Dewey classification and Sears subject headings, including 25,000 new titles each year.

Those libraries which purchase a broader spectrum of materials than those listed above, will benefit from switching to a Basic Profile with Library of Congress subject headings and a truncated Unabridged Dewey classification.

To ensure the maximum number of records, be sure to choose to receive CIP cataloging, as well as Baker & Taylor original cataloging (Option 002, Choice E, p. 12)

**Q. How are MicroLIF records delivered by the B&T MARC system?**

- A.** The Automated Records portion of the specifications governs MicroLIF. If you have chosen to receive MicroLIF records, you will receive a full cataloging record whenever it is available according to your Basic Profile choices. (See the Question immediately above for a discussion on maximizing catalog record availability.) Baker & Taylor offers MicroLIF records in both the original 1987 protocol and the MARC21 protocol adopted in 1991.

In addition, for those titles for which no MARC records are available, Baker & Taylor can create brief, place-holder bibliographic records suitable for circulating each title. These records contain

author's last name, title, publisher, and accession number data only and do not follow national standards for minimal level cataloging records. Each library may choose whether or not to receive such records. See page 30.

**Q. Do you cutter?**

- A.** The phrase 'cutter' technically refers to those data elements used to sub-sort titles beyond the classification number, specifically those numbers derived from one of two Cutter Tables, or the Cutter-Sanborn Table. (See also the Glossary). Baker & Taylor does not construct Cutter numbers for Abridged or Unabridged Dewey classification numbers; rather, completely alphabetical sub-sort elements derived from author or main entry data are provided.

**Q. Do prime marks print in the left margin presentation of the call number?**

- A.** No. Digit counts do not count the prime mark in the margin printing. Prime marks do appear in Tag 082 of machine readable records as a slash ( / ).

**Q. Can I get Automated records including local call numbers and accession numbers without receiving catalog cards?**

- A.** Yes. Automated records and catalog cards are produced independently. You will, however, need to complete the Classification Section of the brochure so that Baker & Taylor knows which type of call numbers to prepare. Some Automated Records in the MicroLIF format will not contain call numbers when a full cataloging record is not available. (See above question on MicroLIF.)

**Q. Can I get cards, labels or automated records for spoken-word titles?**

- A.** Yes, however we need to record your media profile on a separate specification form. Please call our National Sales Headquarters at (800) 775-1800 for a B&T MARC Media Specification Booklet.

# GLOSSARY

## **AACR2**

Anglo-American Cataloging Rules. 2nd ed. Those rules agreed upon by a committee of British and North American librarians, originally in 1967, which govern the decisions made for descriptive cataloging. AACR2 is the rule book for all decisions made by descriptive catalogers in choosing entries and formatting data for every type of bibliographic entity. Baker & Taylor currently follows the latest edition of these rules, 2nd ed., 1998 revision.

## **ABRIDGED DEWEY**

Refers to a classification number based on modification of the Dewey classification schedules designed for school and small public libraries. Baker & Taylor currently uses the 13th edition of the **Abridged Dewey Decimal Classification and Relative Index**. Older records, however, will have been classified using the 12th and earlier editions. Most Abridged Dewey classifications contain only 1 or 2 digits, if any, after the decimal point and are usually identical to a full Dewey number to the first prime.

## **ALTERNATE CLASS**

For certain types of materials, particularly bibliographies, and monographic series/sets, the Library of Congress will classify a title in two relevant areas of the schedules. Older fiction records also may have been assigned an alternate class number. Libraries have the option of choosing either the primary classification or the alternate class for their card sets. For example, books in a set will be classed in a number appropriate for the set with a primary classification common to all volumes in the set. The alternate class will be appropriate to the subject of the individual volume. Note that the alternate class number is abbreviated in that it does not contain LC cutter information.

## **AUTHOR LETTERS**

Term used to designate those characters, usually derived from the author, or title main entry, to subsort books in the same classification number. Whereas, Cutter numbers are characterized by an alphanumeric formula differentiating each and every title, author letters for several books may be in common.

## **CIP**

Cataloging in Publication. A preliminary level of descriptive cataloging created by the Library of Congress prior to publication of the book itself from information provided by the publisher. The most significant difference between CIP level cataloging and full cataloging is the lack of collation and size in the former. Baker & Taylor catalogers also create some pre-publication cataloging records.

## **CUTTER NUMBER**

A term applied to the data elements used to subsort titles beyond the classification number, specifically those numbers derived from one of two Cutter Tables, or from the Cutter-Sanborn table. This alphanumeric data element combines an alpha character from the first letter of the main entry with a numeric representation of subsequent sorting characters. For example, a book by Smith would have a Cutter number of S5 or S55. Baker & Taylor does not construct Cutter numbers, but rather provides several options for completely alphabetical Author Letters.

## **DEWEY (Unabridged)**

Refers to the classification schedule originally created by Melvil Dewey in the 19th century to simplify the sorting and shelving of books in libraries. Baker & Taylor always uses the latest edition of the **Dewey Decimal Classification**, currently the 21st published in 1996. Older records will, however, have been classified using the 20th and earlier editions.

## **EASY**

A group of books, generally for children in grades Preschool to 3, which are frequently classified according to a separate designation, e.g. E or Easy, in order to be kept in a separate section of the library. Easy books include both picture books and early chapter books. Traditionally, an Easy classification is applied only to fiction, although the B&T MARC system also allows its application to non-fiction if the MARC record has designated an alternate classification of "E."

## **HEADED**

A term used for a set of catalog cards which includes cards with the various added and subject entries printed at the top of each card in the set.

## **INDICATOR**

A one-character field related to a Tag, q.v., in the MARC communication format. Indicators have a variety of purposes, but generally further define and interpret the type of data in the Tag. Each MARC21 variable data field contains two indicators.

## **ISBD**

International Standard Bibliographic Description. Published by the International Federation of Library Associations in 1974, these standard rules govern the descriptive parts of bibliographic description. ISBD format is characterized by the grouping of elements into distinct areas, each separated by specific types of punctuation, e.g. title and/or subtitle are always followed by a /. These rules allow people and computers around the world to recognize data elements even if the language of the text cannot be read. Baker & Taylor prints cards and issues automated records according to ISBD rules.



# GLOSSARY

## LC

Library of Congress. May refer to the MARC record as generated by catalogers at the Library of Congress or to the classification scheme and subject headings used by the Library and by Baker & Taylor's professional catalogers.

## LINE BREAK

Term used to designate the process of printing a long classification number on several lines. Since the left hand margin of a card will print only 8 characters, it may be necessary to designate a procedure of Line Breaks for printing.

## MARC

**MA**chine **R**eadable **C**ataloging. A format for conveying bibliographic description and other cataloging data on magnetic tape, microcomputer diskette, or other machine-readable media. A record in MARC format is not required to contain any specific data, or minimum data elements. Generally, however, there is an implication that a MARC record contains full bibliographic descriptions. Baker & Taylor uses the latest edition of the MARC format, currently MARC21 which is the new name for the harmonized USMARC and CAN/MARC formats for bibliographic description.

## MICROLIF

**Micro**computer **L**ibrary **I**nterchange **F**ormat. An ad hoc standard format developed by book vendors and software dealers in order to facilitate the exchange of bibliographic information between vendors and microcomputer based library automation programs. The existence of a record in MicroLIF format does not guarantee a full cataloging record. However, most Baker & Taylor MicroLIF records are derived from full cataloging records either created by the Library of Congress or Baker & Taylor's own professional cata-

logers. The 1987 MicroLIF standard differs from MARC in four important areas: there is no directory in MicroLIF; subfields are indicated by underscores(\_) rather than dollar (\$) signs, carriage return/line feed characters are part of the transmitted data; and a specific set of rules for the use of tags beginning with 900 have been agreed upon, including 900 for the Local Call Number and 901 for the Accession/Bar Code Number. The 1991 standard based on MARC21 requires specific local item data be placed in various Tag 852 subfields.

## MONOGRAPHIC SERIES/SETS

The Library of Congress frequently provides two alternatives for titles, but all are related by the common theme of the series/set. In these cases all titles in the series/set will be classed in one classification number according to the subject of the set. Alternately, each volume will have a distinct classification number based on the subject of the individual volume. Note that the alternate class number is abbreviated in that it does not contain LC cutter information.

## NUMBERED

A term used for a set of catalog cards which contains the classification number printed in the left margin.

## PRIME

A symbol designating a logical topical break in an extended Dewey classification number. Prime marks are designated by ' in cards printed by Baker & Taylor. The slash ( / ) symbol is used in automated records to designate the prime mark.

## SEARS

Referring to the thesaurus of subject headings originally created by Minnie Earl **Sears** in 1923 and currently published by the H.W.

Wilson Co. as the **Sears List of Subject Headings**. Currently headings from the 16th Edition, published in 1997, are used. School libraries and small public libraries frequently prefer this thesaurus over that of the Library of Congress.

## STORY COLLECTION

A compilation of short fictional works. According to Baker & Taylor policy, this category includes collections by multiple authors as well as collections by one individual author.

## TAG

A three-character field designation used in the MARC21 and MicroLIF communication formats to signal a specific type of data, e.g., Tag 245 designates title data.

## TRACE/TRACINGS

A term referring to subject entries, added entries, and other types of headings for which an added entry card is generated and the relevant heading printed above the author or title main entry at the top of the card. All such traced entries are printed at the bottom of each catalog card.

## Z CLASS NUMBER

The Library of Congress classifies all bibliographies, as well as library science, in the Z classes. As an alternate, libraries sometimes prefer to have a bibliography classed with other material on the subject. For example, the **Bibliography of Afghanistan** carries a Z class number of Z3016. If classed in its subject area the number would be DS351.5. Note that the alternate class number is abbreviated in that it does not contain LC cutter information.

